



Department of General Services  
Procurement Division  
707 Third Street, Second Floor  
West Sacramento, California 95605

# **MASTER SERVICES AGREEMENT ELECTRONIC LIBRARY SERVICES SUPPLEMENT NO. 1**

**CONTRACTORS AND CONTRACT NUMBERS:**

**5-03-76-01 to West, a Thomson Business**  
**5-03-76-02 to LexisNexis**  
**5-03-76-03 to Choice Point**

**CONTRACT TERM:**      **March 1, 2004 through February 28, 2007**

**SERVICE:**                      **ELECTRONIC LIBRARY SERVICES**

**DISTRIBUTION CODE:** **ALL CONTRACTING OFFICES; LOCAL AGENCY LIST; MSA  
CONTRACTORS, PD CENTRAL RECORDS**

**NOTE:** Electronic version of all documents associated with this MSA can be found on the DGS/PD  
Internet web page: [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd)

**USER GUIDE ISSUE DATE AND EFFECTIVE DATE:**      **March 1, 2004**

This supplement is being issued to make various corrections to Section I , II and III, as shown  
below including the DGS website by adding our GTC 103 and CCC103 provisions.

**DEPARTMENT OF GENERAL SERVICES  
PROCUREMENT DIVISION, MULTIPLE AWARD PROGRAM  
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**RUSS GUARNA, Purchasing Manager, Acquisitions Branch**

**The User Guide (Ordering Instructions) is hereby amended to make changes to the following:**

## **SECTION I - INTRODUCTION AND GENERAL INFORMATION**

### **L. GENERAL TERMS AND CONDITIONS**

PLEASE NOTE: Contractor signed and agreed to the General Terms and Conditions (GTC - 103) and shall be viewed at [www.dgs.ca.gov](http://www.dgs.ca.gov) by clicking on master agreements and appropriate contract GTC103 bullet.

### **M. CONTRACTOR CERTIFICATION CLAUSES**

PLEASE NOTE: Contract signed and agreed to the contractor Certification Clauses (CCC - 103) and shall be viewed at [www.dgs.ca.gov](http://www.dgs.ca.gov) by clicking on master agreements and appropriate contract CCC103 bullet.

### **R. LOCAL AGENCIES GUIDELINES FOR USE OF THIS MSA**

2. Local agencies may use their own contract forms but must include all pertinent information as required by State ordering agencies. Please view the State of California DGS website [www.dgs.ca.gov](http://www.dgs.ca.gov) click on standard forms to view or utilize the Standard Agreement 213 as described in Section III, Forms

## **SECTION II - ORDERING PROCEDURES**

For contracts that need Office of Legal Services (OLS) review or approval, please view the following website [www.ols.dgs.ca.gov](http://www.ols.dgs.ca.gov) to view OLS standard language.

## **SECTION III - FORMS**

This MSA requires all State agencies to utilize the Std. 213 and Std 215 proper form(s). DGS had made these forms available at the following website [www.dgs.ca.gov](http://www.dgs.ca.gov) just click on Standard Forms to find and receive a blank copy. Local agencies may utilize their own contract forms that provide all pertinent information as required by the Std. 213 and/or Std. 215 forms.

**ALL OTHER TERMS AND CONDITIONS ARE TO REMAIN THE SAME.**